The ACT® Test

Accommodations Q&A
for Test Coordinators

Topics

- Review Process
- Planning for Test Day Grouping Students
- Accommodated Materials
- Submitting Requests
- Late Requests
- Transferring Answers
- Oral Presentation
- Accommodations and Supports Roster
- Resources

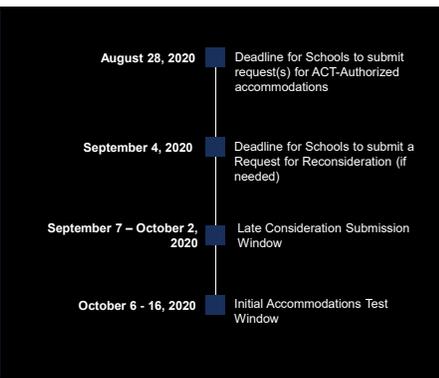# Important Dates

August 28, 2020	Deadline for Schools to submit request(s) for ACT-Authorized accommodations
September 4, 2020	Deadline for Schools to submit a Request for Reconsideration (if needed)
September 7 – October 2, 2020	Late Consideration Submission Window
October 6 - 16, 2020	Initial Accommodations Test Window

REVIEW PROCESS

INITIATION

SUBMIT DOCUMENTATION

ACT ANALYST REVIEW

POST-REVIEW

INITIATION

IDENTIFY + CONFIRM

SUBMIT DOCUMENTATION

Sign In

Sign in to Test Accessibility and Accommodations (TAA) or ACT Enroll
If you are looking for access to another type of account, click here.

Show Password

Forgot password?

Sign In

Don't have an account?
Create Account
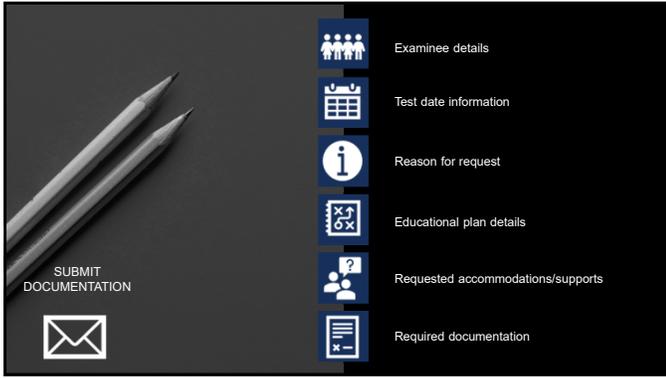
SUBMIT DOCUMENTATION

- Examinee details
- Test date information
- Reason for request
- Educational plan details
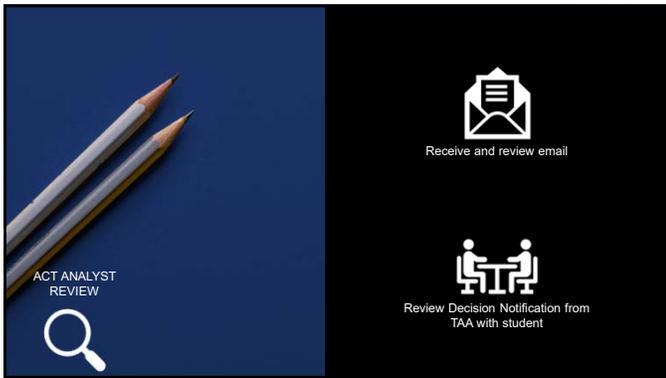- Requested accommodations/supports
- Required documentation

ACT ANALYST REVIEW

- Receive and review email
- Review Decision Notification from TAA with student
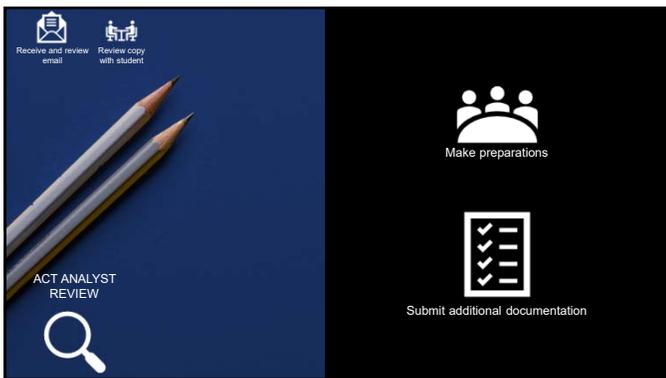

ACT ANALYST REVIEW

- Receive and review email
- Review copy with student
- Make preparations
- Submit additional documentation

QUICK START GUIDE

LATE REQUESTS

The **Late Consideration Form** will help you determine if a student qualifies for their request to be submitted and reviewed during the late consideration window.

Planning for
Test Day
Grouping Students
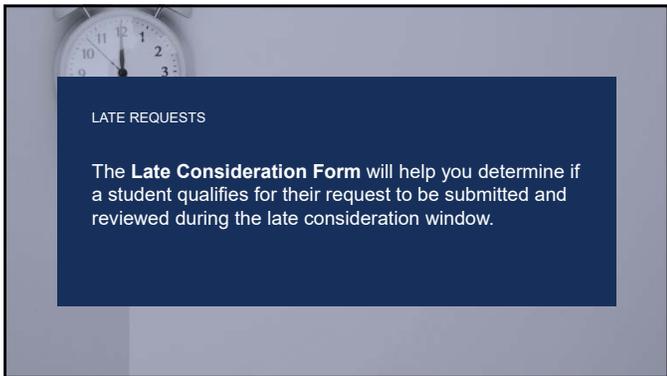
Grouping Students

Individual testing:
- Stop-the-clock breaks
- Reader (Human)
- Scribe

Group Testing:
- Same timing code with similar accommodations/supports
- Pre-recorded audio or text-to-speech with individual computers and headsets

Fall 2020

The ACT® Test
Administration Manual
State Testing | District Testing
• Accommodations & English Learner Supports
• Paper Testing

ACT

Grouping Students - Writing

Individual testing:
- Voice activated software

Group Testing:
- Computer (word processing software)
- Brailler

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Accommodated Materials

Materials must be used

Send materials together
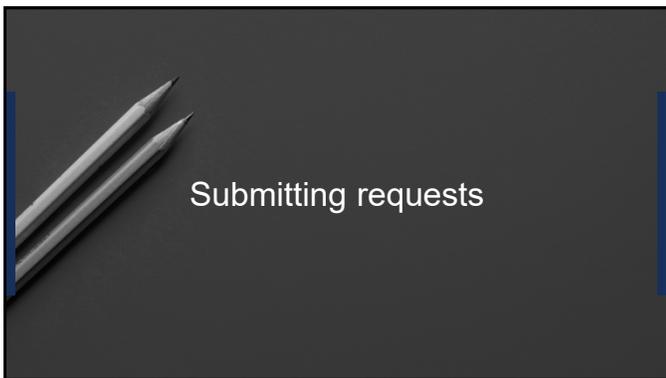
Submitting requests

ACT INFORMATION FOR ▾   Products & Services   Research   News & Blog   Contact   🔍 🔔   Sign In

The ACT Test 🇺🇸 US Students ▾   Registration ▾   Test Prep ▾   Test Day ▾   Scores ▾   FAQs

Accommodations and English Learner

act.org/stateanddistrict/districttestfall

ACT is committed to providing access to the ACT test for examinees with documented disabilities
and English Learners through appropriate accommodations and English Learner (EL) supports.

Approved for Special Testing in April 2019?
You may be eligible to request a copy of the questions and answers through a Test Information Release!

What is a disability?
A mental or physical impairment that substantially limits a major life activity when compared to the average person in the general population

Students with disabilities
The condition is professionally diagnosed and substantially limits one or more major life activity

Students with disabilities
The requested accommodations are appropriate and reasonable for the documented disability

ASSOCIATING A NEW TEST DATE

Request History for MATTHEW SMITH

1. Sign In
2. Search
3. Request History Page
4. Add test date
5. Select Assign button

STEPS FOR A NEW REQUEST

New Request

1. Examinee Details | 2. Testing Information | 3. Reason for Request | 4. Plan Details | 5. Accommodations/Support | 6. Documentation | 7. Review

STUDENTS WITH DISABILITIES

STUDENTS WITH DISABILITIES

Case-by-case

Incomparable

ACT may request more information

REQUEST TIMING

	S	M	T	W	TH	F	S
SUMBIT BEFORE DEADLINE							

Processing time

COMMON MISSTEPS

Documentation does not support accommodation

Incompatible accommodations

ENGLISH LANGUAGE SUPPORTS

ACT provides supports on the ACT test to US students
who are not proficient in English.

STUDENTS WITH DISABILITIES

Not proficient in English

Participates in English Language Acquisition Program

Receives supports in school

DOCUMENTATION
EL Supports

Access for ELLs
ELDA
ELPA21
LAS Links
NYSESLAT
OTELA
TELPAS
 TOEFL

DOCUMENTATION
EI Supports

Participates in English Language Acquisition Program (LY)

Computer print out
• Name
• Status
• Year

DOCUMENTATION
EI Supports

Receives supports in school due to limited English (Plan)
• Name
• Supports
• Year

COMMON MISSTEPS

Documentation out of date

Student is proficient in English

Documentation in another language

LATE REQUESTS

LATE CONSIDERATION

- NEW school
- NEW grade level
- NEW diagnosis + NEW plan
- NEWLY identified as EL + supports
- SUDDEN ONSET of medical condition

LATE CONSIDERATION
Missed deadline for requesting approval is not an accepted reason.
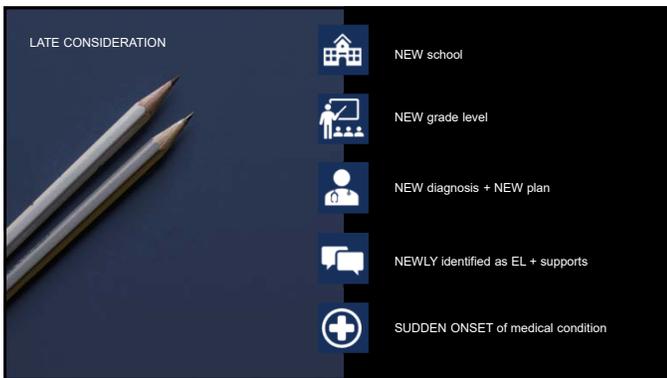
COMMON MISSTEPS

Include form

SAVE before upload

Meet criteria

TRANSFERRING ANSWERS

TRANSFERRING ANSWERS

Marked answers in test booklet

Large type answer document

TRANSFERRING ANSWERS

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ORAL PRESENTATION
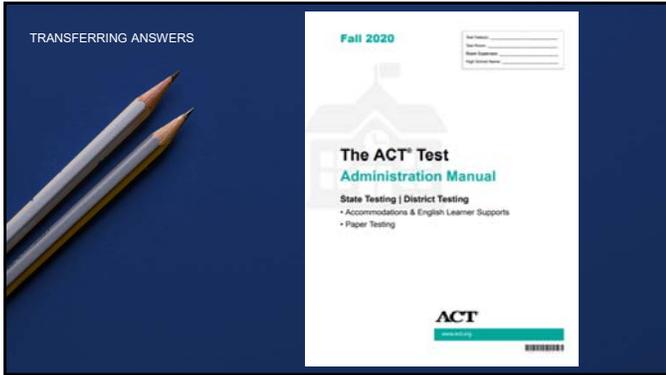
HUMAN READER	PRE-RECORDED (PAPER)
Requires one-on-one administration	Group administration

CONSIDERATIONS

STAFFING   SCHEDULING   REASONING

ACCOMMODATIONS AND
SUPPORTS ROSTER

ACCOMMODATIONS AND SUPPORTS ROSTER

In PearsonAccess^next, under reports, click on select an action, then click on operational reports.

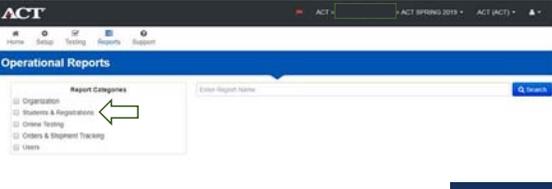ACCOMMODATIONS AND SUPPORTS ROSTER

On the Operational Supports page select Students and Registrations.

ACCOMMODATIONS AND SUPPORTS ROSTER
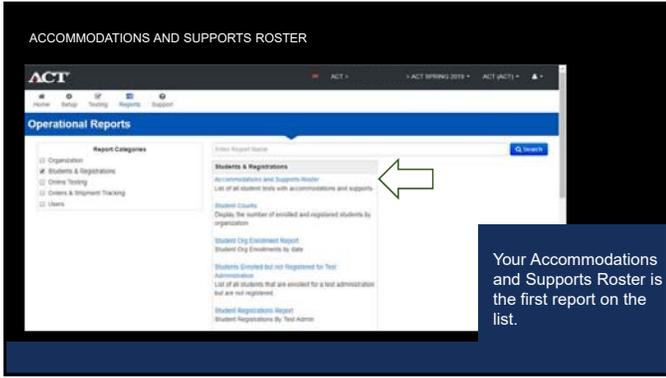
Your Accommodations and Supports Roster is the first report on the list.

ACCOMMODATIONS AND SUPPORTS ROSTER

STUDENT NOT ON ROSTER
CONTACT ACT ACCOMMODATIONS

ACTStateAccoms@act.org

800.553.6244 ext. 1788

RESOURCES

TAA USER GUIDE

ACT Test Accessibility and Accommodations System (TAA)
User Guide

ALTERNATE FORMAT PRACTICE MATERIALS

THANK YOU FOR JOINING US!

Test Administration

800-553-6244 ext **2800**

actdistricttesting@act.org

Accommodations and Supports

800-553-6244 ext **1788**

ACTStateAccoms@act.org